

Retention and Classification Report

Agency: Department of Corrections. Central Utah Correctional Facility
(Gunnison) (1643)
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Gunnison, UT 84634-0000

Records Officer Gina Proctor

11588 Construction project case files
85297 Executive correspondence files

AGENCY: Department of Corrections. Central Utah Correctional Facility
(Gunnison)

SERIES: 11588

3

TITLE: Construction project case files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

Case files created for every building whether for construction of new buildings or reconstruction of rented buildings.

RETENTION:

Retain 10 years after building no longer exists.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

AUTHORIZED: 01/21/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years after project has been completed and then transfer to State Records Center. Retain in State Records Center for 10 years after building no longer exists and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

These records are required as long as the building exists to document the changes made to the building.

AGENCY: Department of Corrections. Central Utah Correctional Facility (Gunnison)

SERIES: 11588

TITLE: Construction project case files

(continued)

PRIMARY CLASSIFICATION:

Protected plans and specification of correctional facilities. Utah Code
63G-2-305 (2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Department of Corrections. Central Utah Correctional Facility (Gunnison)

SERIES: 85297

3

TITLE: Executive correspondence files

DATES: 1989-

ARRANGEMENT: none

DESCRIPTION:

The wardens' files document the internal administration of the facility and the primary mission of the facility which is to institutionalize and incarcerate offenders sentenced to penal servitude by the courts of Utah. Other records in these files are related to housekeeping activities. These records are housed at North Point, South Point, and Gunnison facilities.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 01/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Corrections. Central Utah Correctional Facility (Gunnison)

SERIES: 85297

TITLE: Executive correspondence files

(continued)

PRIMARY CLASSIFICATION:

Public